

## **State of Kansas Employee Mentoring Program**

### ***Frequently Asked Questions***

#### **Q. How do I request to participate in the Kansas Mentors program?**

- Go online to the Kansas Mentors website at: <http://kansasmentors.kansas.gov/Pages/FindaProgram.aspx> to find an eligible mentoring program. Gold Star programs are highlighted by yellow labeling.
- Contact a Kansas Mentors Gold Star program to find out if they are currently accepting mentors and to begin the screening process.
- Submit a State Employee Mentoring Request form to your supervisor.
- Once your supervisor approves the form, submit the form to the Mentoring Coordinator for review.
- Return completed form to your department's HR division for final review.

#### **Q. How do I access a Mentoring Request form?**

A. Employees can download a mentoring request form under the benefits section of the State Employees Service Center at <http://www.kansas.gov/employee/> or by contacting their human resources division.

#### **Q. Where can I mentor?**

A. Any mentoring program recognized as a Kansas Mentors Gold Star program is eligible. To view a list of Gold Star programs visit <http://kansasmentors.kansas.gov/Pages/FindaProgram.aspx> to find an eligible mentoring program. Gold Star programs are highlighted by yellow labeling.

#### **Q. The mentoring program I am interested in is not listed as a Gold Star Program. Can I still mentor with this organization?**

A. Outreach is an integral part of the mission of Kansas Mentors and to meet that objective we are continually updating our database of mentoring partners. If a program is not listed with the Gold Star program, an employee can send a request, with the organization's contact information, to [mentor@kdhe.state.ks.us](mailto:mentor@kdhe.state.ks.us) or call 785-296-8873. Kansas Mentors will then contact that organization. Once the organization is approved as a Gold Star Program an employee can mentor with this organization.

#### **Q. Are all employees eligible to participate?**

A. Full-time employees (including full-time temporary employees) in the Executive Branch of the State of Kansas are eligible to participate in the Kansas Mentors program. However, eligibility is dependent upon a supervisor's approval.

**Q. I noticed that full-time, executive branch employees are eligible to participate and I am not sure if I qualify?**

A. Contact your supervisor or human resources division. They can help you to determine your eligibility and whether the 90 minutes will work with your workday schedule. Gold Star programs can not determine your eligibility as an employee; approval by a supervisor is required.

**Q. The 90 minutes falls during my workday of 8am – 5pm. Are there any programs that need mentors during this time period?**

A. Yes, many of the organizations in the Gold Star Program offer both school and community based opportunities. School based mentoring typically happens during school hours (usually at lunch or sometimes after school) where the mentor travels to the actual school. Community based mentoring can happen at a designated site in the community, like a community center, or a location chosen by the mentor/mentee. Community based mentoring usually takes place in the evening or weekends. Employees are encouraged to choose the option that will fit best with their schedule, however, to use the 90 minutes, mentoring time must fall during your regularly scheduled workday. A mentoring program can help you learn what options are available and guide you in selecting the best fit for you.

**Q. Do mentoring programs require screenings?**

A. The process of matching a mentor with a mentee is critical to a successful mentoring experience. Each mentoring program has its own application, screening and orientation process that can take several weeks before you are matched with a child.

The mentoring program will also perform a background check – a requirement for all mentoring programs.

**Q. I volunteer at my child's school from time to time. Can I use the 90 minutes for this?**

A. Mentoring for the purposes of this program is defined as a **consistent, structured, stable relationship between youth and a caring role model(s). This relationship would involve regular, ongoing meetings that focus on developing the character, capabilities, and confidence of the young person(s).** State employees are encouraged to check with their child's school to see if they already have a mentoring program in place.